1954

THE CHARTER OF THE SMITH COLLEGE RADIO STATION
WCSR

Provisional charter

ARTICLE I -- PURPOSE

The purpose of WCSR, the Smith College Radio Station, shall be to serve the interests of the student body both as a means of communication and a medium for entertainment. WCSR, operating as a non-profit organization, shall be staffed solely by students of Smith College in order for them to gain practical experience in the field of radio. WCSR, the Smith College Radio Station, shall at all times endeavor to be perceptive of the needs and desires of the students whom it serves.

ARTICLE II -- MEMBERSHIP

A. Trial Membership
   1. Trial membership shall be open to all students desiring this membership.
   2. Application for trial membership shall be made at special meetings held for this purpose at the beginning of each semester. Students desiring membership at times other than this may give their names to the Station Manager, and should the need arise in any department, the student may be taken on as a trial member. The latter shall be determined by the head of the department involved.
   3. Trial members shall not have a vote in the station policy.
   4. Trial members shall be on call at all times to help in any department of the station, but shall officially be entered on the roll of the department of their choice.
   5. Each trial member, at the end of a period of competition, will be eligible for consideration as a full member. The period of competition will consist of a time determined by the Senior Board.
   6. The general willingness to work and the ability of each trial member will determine whether she will be given full membership. Each case shall be decided on its own merits by the head of the department involved.
   7. Any girl who is refused membership at any time may request that she be allowed to present her case to the Senior Board for reconsideration. At his time the Senior Board will carefully review the case again and their judgment will be final.
   8. All trial members shall be required to attend all meetings held on the various phases of WCSR that are included in the general indoctrination course given by the staff of WCSR and visiting speakers.

B. Full Membership
   1. Full membership shall be awarded to any trial member who satisfactorily completes the period of competition, and who is recommended for membership by the head of the department.
   2. Every full member of the Radio Station shall be required to attend all of the monthly meetings of WCSR unless excusedby the Station Manager.

3. A full member of the Radio Station shall be entitled to attend all conferences, visits to other stations, and other affairs of radio interest at other colleges.
4. Only a full member may represent the Smith College Radio Station at any conference away from the college. However, she will be subject to voting restrictions as determined by the Senior Board.
5. Only a full member of the Smith College Radio Station may become a permanent Head of Afternoon or Night.
6. A member whose work falls below the standard of the Station may be asked to relinquish her membership, after she has presented her case to the Senior Board.

ARTICLE III -- ORGANIZATION

A. FACULTY ADVISOR
1. A faculty advisor shall be suggested by the Station Manager to the Steering Committee, and upon a 2/3 vote of the Steering Committee shall become the official advisor of the Station.
2. The faculty advisor shall serve for a term lasting from the beginning of the academic year to the end of that year.
3. The faculty advisor may receive unlimited reappointments subject to the same voting requirements as set forth in Section 1 of Article III.
4. All suggestions of the faculty advisor shall at no time be binding upon the members of the Radio Station, although special note will be taken of any suggestions offered.

B. STEERING COMMITTEE
1. The Steering Committee shall be divided into two boards: Senior Board and Junior Board.
   a. Senior Board shall consist of the Station Manager, Program Director, Technical Director, Advertising Manager, Executive Secretary, Publicity Director, and Representative-at-Large.
   b. Junior Board shall consist of the Music Director, Drama Director, Assistant Program Director (Personnel Director), Head of Heelers, Head of Announcers, and the Heads of Afternoons and Nights.
2. The Steering Committee shall be charged with the routine functioning of Station WCSR, and shall meet once every week.
   a. The Senior Board shall be presided over by the Station Manager.
   b. The Junior Board shall be presided over by the Representative -at-Large.
   c. All matters which are discussed and approved by the Senior Board shall then be brought before the Junior Board to be treated in like manner. If the Junior Board opposes any motion which has been previously passed by the Senior Board, it shall be brought up for discussion at the meetings of the following week.

d. All matters which are brought up by the Junior Board must be discussed and approved by the Senior Board before they can be treated in like manner by the Junior Board.

C. SENIOR BOARD

1. Station Manager

a. The Station Manager shall be responsible for all the financial and public relations activities of the Station. Other members of the Steering Committee shall be directly responsible to her.

b. As Station Manager she shall:

1) Preside at all regular business meetings of the Station, and act as chairman of the Senior Board.

2) Call all WCSR and Senior Board meetings, and may call either a Junior Board or a Departmental meeting.

3) At all times act as the co-ordinating force within the Station.

4) Receive all complaints and bring them to the attention of the Senior Board whenever she deems necessary.

5) Be the custodian of all books dealing with the financial business of the station.

6) Sign all checks in the name of Station WCSR.

7) Approve all charges to the account of WCSR.

2. Program Director

a. The Program Director shall at all times be directly responsible for any material that is broadcast over station WCSR.

b. She shall call all meetings of the Production Department.

c. In the event of the absence or disability of the Station Manager, the Program Director shall preside at the general WCSR meetings, and shall act as chairman of the Senior Board. In this event she shall appoint a member or members to carry on her duties as Program Director. She shall, however, still be responsible for all material broadcast over the Station. She shall retain the office of Station Manager-pro tem. until the return of the Station Manager or until a new Station Manager is elected.

3. Executive Secretary

a. The Executive Secretary shall keep the minutes of all WCSR meetings, and she shall handle all correspondence by direction.

b. She shall also keep a permanent file of correspondence and other necessary data concerning the Station.

4. Technical Director

a. The Technical Director shall be responsible for the

broadcasting equipment of the Station and for its use.

5. Publicity Director
   a. The Publicity Director shall be responsible for publicizing the Station and its programs to the college.
   b. She shall also be responsible for publicizing college affairs over the air.

6. Advertising Director
   a. The Advertising Director is responsible for all commercial advertising.

7. Representative at Large
   a. As representative of the Station to the Steering Committee, the elected representative shall have one vote in all the policy formation of the Steering Committee.
   b. She shall primarily conduct the Junior Board meetings.
   c. She may also be requested to work at various jobs that need to be performed at the Station at the discretion of the Station Manager. Such duties shall at no time be allowed to interfere with her primary job as elected representative.
   d. It is the duty of the elected representative to make suggestions to the Station Manager regarding all phases of the Station made by members of the Station, and to report the discussions of the Junior Board to the Senior Board.

D. JUNIOR BOARD
   1. The Assistant Program Director, who shall act as Personnel Director.
   2. Music Director
   3. Drama Director
   4. The Head of Heelers, who shall co-ordinate the system of trial membership.
   5. The Announcing Director
   6. The Heads of Afternoon and Night
      a. Each Head of Afternoon or Night shall be responsible for all material broadcast over the air during her scheduled hours.

ARTICLE IV -- METHODS OF ELECTION

A. The election and installation of all the new officers of the Station shall be held at the beginning of the second semester.
   1. The Slate of candidates for each office must be submitted to the Station Manager, who must in turn submit the slates to Point System.

B. Senior Board
   1. The Senior Board shall be elected by secret preferential ballot by full members of the Station.
   2. All full members of WCSR are eligible for election to the positions of Station Manager, Executive Secretary, and Representative at Large.

3. Candidates for the offices of Program Director, Technical Director, Publicity Director, and Advertising Manager shall be nominated from the membership of their respective departments.
4. It shall be recommended that the Station Manager and Program Director be students entering their senior year the following fall. For any other student to hold the office, there must be a majority vote of the Steering Committee and/or a written petition from the Station by five percent of the full members to be put on the slate.

C. JUNIOR BOARD
1. The Junior Board shall be appointed by the Senior Board at their first meeting.

ARTICLE V. -- MEETINGS

A. The Station Manager shall call one general business meeting of the Station per month.
B. The Department Directors shall call individual department meetings when necessary.
C. The Senior Board shall meet once a week, or oftener at the request of the Station Manager.
D. Any ten members of the Station, upon petition to the Station Manager, may request a meeting of the Station, of either board, or of an individual department. Such a request shall automatically be granted by the Station Manager.
E. The Junior Board shall meet to discuss business handed down by the Senior Board, or at the request of the Representative at Large.

ARTICLE VI -- FINANCES

A. The College Treasurer shall act as financial advisor to the Station.
B. No funds shall be expended at any time for any purpose without the approval of the Station Manager.
C. At the end of each college year, the Station Manager shall submit a budget for the past year.

ARTICLE VII -- AMENDMENT OF THE CHARTER
A. This charter may be amended by a two-thirds vote of the members present at any one of the monthly WCSR meetings.

Smith College
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